REQUIREMENTS & INSTRUCTIONS

REQUIREMENTS

An applicant must meet the following requirements to qualify for a one-year Initial Proof of Program Enrollment teacher certification:

- Completion of a bachelor's degree from a regionally or nationally accredited university;
- Enrolled in a state approved teacher preparation program;
- Passing scores on an approved <u>Basic Competency Exam</u>;
- Passing scores on an approved <u>Content Area Exam;</u>
- Five years of experience in the subject matter that you will be teaching;
- Offered a certified teaching position by an Alaska public school district.

If you do not meet the requirements above, check the <u>Types of Certificates</u> webpage or contact Teacher Certification for the appropriate certificate application.

~NOTE: Individuals enrolled in a Special Education teacher preparation program are not eligible for an Initial teacher certificate using Proof of Program Enrollment.

Meeting the requirements above will qualify the applicant for a one-year certificate that can be extended for a 2nd year. **To extend a one-year certificate for an additional year**, the applicant must:

- Submit an updated proof-of-program enrollment form; and
- Submit an updated official transcript showing progress toward the completion a state-approved teacher preparation program.

To extend a two-year certificate for an additional year, the applicant must:

- Submit an State Approved Program Verification Form;
- Submit updated transcripts showing completion of:
 - A state-approved teacher preparation program;
 - o Three semester hours of an <u>approved Alaska studies</u> course; and
 - o Three semester hours of an approved Alaska multicultural course.

~NOTE: An Initial certificate is extendable for up to three years as described above, it is not renewable.

INSTRUCTIONS

PERSONAL INFORMATION

Enter all personal information in the spaces provided, including contact phone number(s) and email address. The Teacher Education & Certification Office will mail your certificate to the address that you provide. If you have held Alaska certification prior to this application and your name has changed, you will need to submit a photocopy of a legal document verifying the change with your application packet.

NOTE: It is your responsibility to maintain current information, including name and mailing address, on file with the Teacher Education & Certification Office. You may update your contact information by emailing the Teacher Education & Certification Office at <a href="mailto:text-address-style

Ethnicity & Definitions

Check the box that most appropriately applies to you.

- African American: A person (not of Hispanic origin) having origins in any of the black racial groups of Africa.
- Alaska Native: A person who is a descendant of a member of the aboriginal races inhabiting the state when annexed to the
 United States, or who is a descendant of an Indian or Eskimo who, since the year 1867 and prior to June 30, 1952, migrated
 into the state from Canada, and who is a descendant having at least one- quarter blood derived from these ancestors. This
 may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabascan, Tlingit, Haida, or Tsimshian origin.
- American Indian: A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

REQUIREMENTS & INSTRUCTIONS

- Caucasian: A person (not of Hispanic origin) having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- **Hispanic**: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Two or more races: A person who primarily identifies their ethnic heritage with more than one subgroup.

BACKGROUND INFORMATION

Answer the questions one through six (1-6) carefully and completely by answering "yes" or "no" to the questions as they apply to you. If the answer to any of these questions is "yes," provide a written, detailed explanation of the incident and sign it. It is not necessary to provide a written explanation of a minor traffic violation. Include a written explanation of incidents involving Driving While Intoxicated (DWI) or Driving under the Influence (DUI), no contest, guilty pleas and cases resulting in a suspended imposition of sentence.

~NOTE: If a signed, detailed explanation is not provided for any "yes" answers to questions one through six (1-6) or if your explanation is not signed, your application will be returned unprocessed. Any falsification or deliberate misrepresentation, including omission of a material fact, in completion of this application can be grounds for denial of certification.

FINGERPRINT CARD

When applying for certification in Alaska, you must submit one (1) fingerprint card with your application. The fingerprint card will be used to generate a criminal history report by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI). The criminal history report will be used as one part of the background check required for Alaska certification.

The Teacher Education & Certification Office **cannot** accept criminal history reports completed by other entities, including other states and countries. For the purpose of certification in Alaska, criminal history reports must be completed by the Alaska Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI).

If there is an error on your criminal history report, you may request the Alaska Department of Public Safety (DPS) correct the information. To begin the correction process, you must complete and submit a "Request to Correct Criminal Justice Information" form. If the information believed to be inaccurate or incomplete in your criminal history was, or will be used to deny a right or privilege, the Department of Public Safety (DPS) has 5 days to respond to the request or to forward it to the agency responsible for maintaining the requested criminal history information. If you have documentation on your criminal case, please be prepared to provide a copy at the time you request a correction to your record. It may help to expedite your request. One of the most common correction requests is to locate missing disposition information. More information concerning criminal history reports can be located at http://www.dps.state.ak.us/Statewide/background/default.aspx.

If you cannot obtain a fingerprint card locally, email the Teacher Education & Certification Offic e at tcwebmail@alaska.gov to request a card be sent to you via U.S.P.S. More information and instructions can be found at http://www.eed.state.ak.us/TeacherCertification/fingerprints.html.

You must have your fingerprints rolled by a trained technician. The technician must sign and date the card in the appropriate space. All personal information must be filled in, including signature, residence, citizenship, sex, height, weight, race, eye color, hair color, date of birth, and place of birth.

Fingerprint Card Exceptions

If you currently hold an Alaska teacher, administrative, or special services certificate and are currently employed in a certified position by an Alaska public school district, you may be eligible to submit employment verification instead of an additional fingerprint card.

If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, you may be eligible to use your previous background check for this application.

If you held an Alaska Student Teacher Authorization which expired less than 60 days prior to the date your Initial teacher certification application is received by the Teacher Certification Office and your background clearance was completed less than 18 months from the date of application, you do not need to submit a fingerprint card with your Initial application.

REQUIREMENTS & INSTRUCTIONS

If you have any questions concerning employment verification or a previous background check, email the Teacher Education & Certification Office at tcwebmail@alaska.gov.

"NOTE: If your application is submitted without a complete fingerprint card or an acceptable alternative, your application will be returned unprocessed.

RECORD OF TRAINING

List all the colleges/universities you attended to complete your degree(s). Attach an additional sheet of paper if necessary. Submit official transcripts documenting your degree(s) and state-approved preparation program(s) with your application. If you completed your degree outside of the United States, a complete, original Foreign Evaluation must be submitted with your application. For more information go to https://education.alaska.gov/TeacherCertification/forms/Foreign Evaluation Info.pdf.

"NOTE: Request the transcripts be sent to directly to you to include with your application packet. Official transcripts and/or Foreign Evaluations may be opened, but not marked on in any way. Unofficial, photocopied, electronic, or faxed transcripts or evaluations will not be accepted. Do not request universities to submit transcripts directly to the Teacher Education & Certification Office. If your application packet is missing the required transcripts, your application will be returned unprocessed.

Official transcripts for all institutions where you earned your degrees or completed your state-approved preparation program must be included with the application with the Teacher Education & Certification Office. We accept official transcripts after they have been opened, provided they contain the registrar's signature/seal and are printed on official university transcript

If you have submitted the required transcripts with previous applications, verify the transcripts are on still on file by contacting the Teacher Education & Certification Office at tcwebmail@alaska.gov. If additional transcripts need to be submitted, do not send them separately to the Teacher Education & Certification Office. You may open the transcripts when they arrive to verify the correct coursework and/or degree(s) are posted.

"Note: Teacher certification: Your official transcripts must show the completion of at least a bachelor's degree from a regionally accredited university.

BASIC COMPETENCY EXAM

Indicate the approved Basic Competency Exam (BCE) that you have passed. If you have passing Praxis Core Academic Skills for Educators (CASE) or Praxis I scores, they can be sent to the Teacher Education & Certification Office directly from Educational Testing Services (ETS), or you can include an original/official examinee score report with your application. To contact ETS, visit www.ets.org. Alaska's ETS recipient code is 7027.

If you have the scores sent directly from ETS, email the Teacher Education & Certification Office at tcwebmail@alaska.gov to verify that passing Praxis CASE or Praxis I scores are on file BEFORE sending the application. The application will be returned if it is submitted before passing Praxis CASE or Praxis I scores have been received in the Teacher Education & Certification Office.

For all other approved basic competency exams, the original/official examinee score reports showing passing scores on all three required sections must be included with the application. More information concerning approved exams is available on our website at https://education.alaska.gov/teachercertification/praxis.html.

"Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.

ENDORSEMENT REQUESTS

tcwebmail@alaska.gov

Provide the information concerning each endorsement you are requesting. Qualifying endorsements will only be granted if they have been requested in this section of the application. You may only request endorsement areas found on the "Endorsements List" located on page 19 of this application. Endorsements will only be granted based on Alaska's endorsement requirements.

In order to qualify for certification, you must have passing scores on a content area exam associated with the content or specialty area of your state approved preparation program as indicated on your proof-of-program enrollment form.

"Note: All testing requirements of the jurisdiction where you have completed your preparation program must be satisfied to qualify for Alaska certification.

Phone: (907) 465-2831 Initial Proof of Program Enrollment Fax: (907) 465-2441

3/5/18

REQUIREMENTS & INSTRUCTIONS

Additional endorsements may be added to your certificate based on the following:

- Completion of an additional state-approved program and the required scores on the associated content area exam;
 or
- Posted degree (Major or Minor) with at least 18 semester hours of coursework.

Content Area Exams: A copy of the official score report must be submitted with your application or on file with the Teacher Education & Certification Office.

CERTIFICATE CHECKLIST

Use the certificate checklist to review your application packet before submitting it to the Teacher Education & Certification Office. The list includes all of the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for certification. If you have questions about any of the required documents, please email the Teacher Education & Certification Office at tcwebmail@alaska.gov to consult with a Certification Analyst.

If any of the required documents listed on the checklist are not included with the application or are not on file with the Teacher Education & Certification Office, the entire application will be returned.

EXTENSION CHECKLIST

This checklist describes each requirement and the corresponding document(s) that you will need to submit to the Teacher Education & Certification Office in order to have your Initial certificate extended, as well as indicating when each document must be submitted. In order to have your certificate extended at no cost, you will need to submit the documentation to the Teacher Education & Certification Office prior to the expiration date on your certificate.

"Note: This section is for your reference. It does not need to be submitted with your application.

PROFESSIONAL REQUIREMENTS

The "Professional Requirements" section describes the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office to qualify for the renewable five-year Professional Teacher certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teacher certificate instead of an Initial teacher certificate.

"Note: This section is for your reference. It does not need to be submitted with your application.

FEE SCHEDULE & ONLINE PAYMENT CENTER

The certification fee is \$200.00. The background check fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a credit card via the EED Online Payment Center, cashier's check, or money order (payable to DEED). Fees are non-refundable. **Personal checks will not be accepted.**

If paid for via the Online Payment Center (https://education.alaska.gov/TeacherCertification/PaymentCenter), you must include the EED Online Payment receipt with your application.

SUBMIT YOUR APPLICATION

Mail a single application packet with all of the required items to the Teacher Education & Certification Office at the following address:

Department of Education & Early Development
Teacher Education & Certification
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500

SCANNED OR FAXED APPLICATIONS WILL NOT BE ACCEPTED.

We recommended that you send your complete application packets to the Teacher Education & Certification
 Office using one of the many tracking options that are available.



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	Type C Special Services Type M Limited									

RECORD OF TRAINING (Instructions page 3)

List all the colleges/universities you attended to complete your degree(s) and state-approved preparation program(s). Attach an additional sheet of paper if necessary.

Degree(s) Earned	College or University	City, State	Major/Program	Dates Attended



SUBJECT MATTER EXPERIENCE

To qualify for the proof of program enrollment, you must have five years of experience in the subject requested in the "Requested Endorsement" section. If you need additional space, provide the information on a separate sheet. The coursework required to complete your bachelor's degree can be used to satisfy a portion of this requirement.

Des	cription of Experience		Location Dates of Experience Experience						
			<u> </u>						
	BASIC COMPETENCY EXAM (Instructions page 3) Indicate the approved basic competency exam (BCE) that you have passed.								
	ACT (Math, Reading, & Writing)		Alabama Work Keys						
	California Basic Educational Skills Test (CBEST)		Florida Teacher Certification Exam						
	Georgia Assessment for the Certification of Teachers		Illinois Certification Testing System						
	Michigan Test for Teacher Certification (MTTC)		NES Essential Academic Skills						
	New Mexico Assessment of Teacher Basic Skills		New York State Teacher Certification Liberal						
	Oklahoma General Education Test (OGET)		Arts/Sciences Test						
	Praxis CASE (Math, Reading & Writing)		Praxis I (Math, Reading, & Writing)						
☐ SAT (Math, Reading, & Writing)			Washington Educator Skills Test-Basic (WEST-B)						
END	ORSEMENTS								

Endorsements placed on an Initial/Program Enrollment teacher certificate will reflect the teacher preparation program described on the Proof of Program Enrollment form.

State Approved Program Enrollment & Content Area Exam

In the table below, indicate the requested endorsement(s), grade levels, location of the state-approved program, name, exam number, name of test vender, and date the exam was taken.

"Note: Include transcripts, proof of program enrollment form, and content area exam score report in your application packet.

Requested Endorsement	Grade Levels	State-approved program (University/State)	Content Area Exam (Vendor, Name, & Exam #)	Exam Date	
[SAMPLE] Elementary Education	K-8	University of Alaska SE	ETS Elem. Ed. 5018	5/18/15	



Posted Degree (Major or Minor)

In the table below, indicate the requested endorsement(s), the university where the degree was earned, and the number of semester hours of coursework completed for the degree. The posted major or minor must be based on at least 18 semester hours of content area coursework.

~Note: Include transcripts in your application packet.

Requested Endorsement	University	Semester Hrs.	Date earned	
[SAMPLE] Biology	University of Alaska Fairbanks	36 1/24/00		

CERTIFICATE CHECKLIST (Instructions page 4)

em equi	nust submit all of the items required for the certificate for which you are applying in a single application packet. If any is missing or incomplete, the entire application packet will be returned unprocessed. Mark the checkbox next to each rement to indicate the item is included in your application packet or on file with the Teacher Education & Certification e. Photocopied or faxed applications will not be accepted.
	Complete Application Make sure all sections of the application are complete. If any section is incomplete, all documents will be returned.
	Fingerprint Card You are required to submit one (1) FBI Applicant fingerprint card (Form FD-258). If you cannot obtain the fingerprint card locally, email the Teacher Education & Certification Office to request a card be sent to you. Use the Fingerprint Card Checklist to make sure that all required information has been provided.
	-OR-
	Previous Background Clearance
	If you have submitted a fingerprint card for a background check to the Teacher Education & Certification Office in the previous six months, email the Teacher Education & Certification Office at text-access-serif to determine if your previous background check can be used for this application.
	Official Transcripts Official transcripts verifying a Bachelor's Degree or higher, from a regionally accredited institution. If you completed your degree outside of the United States, a complete, original Foreign Evaluation must be submitted with your application. Unofficial, photocopied, faxed or electronic transcripts will not be accepted. Official transcripts or original Foreign Evaluation may be opened, but not marked on in any way.
	Five years of Subject-Matter Experience (page 7) Five years of experience in the subject required in the Requested Endorsement section must be evident in the Subject Matter Experience section on page 7 of this application. The coursework required to complete your bachelor's degree can be used to satisfy a portion of this requirement.
	Passing scores on an approved Basic Competency Exam (BCE) If you have passing Praxis CASE or Praxis I scores, they can be sent to the Teacher Education & Certification Office directly from Educational Testing Service (ETS), or you can include an original examinee score report with your application. To contact ETS, visit www.ets.org. Email the Teacher Education & Certification Office to verify passing Praxis CASE or Praxis I scores are on file, BEFORE sending in the application. For all other approved basic competency

exams, an original examinee score report must be included with the application. Photocopies of reports will not be

Phone: (907) 465-2831 Fax: (907) 465-2441 tcwebmail@alaska.gov

accepted.

INITIAL PROOF OF PROGRAM ENROLLMENT APPLICATION

Passing scores on an approved Content Area Exam In order to qualify for certification, you must have passing scores on a content area exam associated with the content or specialty area of your state-approved preparation program as indicated on your recommendation or proof-program enrollment form. An original or a photocopy of the official score report must be submitted with your application or on file with the Teacher Education & Certification Office. Alaska accepts approved content area exams from other states that are comparable with the Alaska's approved content area exam.
District Request & Assurance Form (page 14)
The Alaska public school district which intends to employ you as a teacher must complete the District Request & Assurance form. The form must be included with the application.
Proof of Program Enrollment Form (pages 15-16) A Proof of Program Enrollment form must be included with this application. The form must first be sent to the regionally accredited institution where you are enrolled in an approved teacher preparation program. The original form must be included with the application. More detailed directions on the completion of these forms is provided on page 15. Photocopies/faxes/emails will not be accepted.
~NOTE: Individuals enrolled in special education program are not eligible for an Initial Proof of Program Enrollment certificate. Those individuals must complete a special education program prior to applying for the Initial certificate.
Notarization (page 10) The "Notarization" section of this application must be completed. A Notary Public or a Postmaster must witness and verify your signature with a signature and stamp/seal.
Fee Schedule & Online Payment Center The certification fee is \$200.00. The background check fee is \$60.00. If you are required to provide a fingerprint card, submit a total of \$260.00. You may pay with a, credit card via the EED Online Payment Center, cashier's check or money order. Fees are non-refundable. Personal checks will not be accepted.
If paid for via the Online Payment Center (https://education.alaska.gov/TeacherCertification/PaymentCenter), you must include the EED Online Payment receipt with your application.

IMPORTANT INFORMATION

To be a teacher in Alaska, you must have a valid teacher certificate (Initial, Professional, or Master). In order to maintain an Initial teacher certification, the requirements and timeline described in the **Extension Checklist** must be satisfied. If the requirements and timelines are not satisfied by the applicant, the certificate will expire, and you will not be eligible to teach in Alaska.

When all of the extension requirements for your Initial Teacher Certification have been met, the next step in Alaska teacher certification is qualifying for a Professional teacher certificate. In order to qualify for the Professional, you will need to satisfy the requirements outlined in the **Professional Requirements** section.



NOTARIZATION

The application must be signed and dated by the applicant in the presence of a Notary Public or Postmaster. The application must be notarized by a certified Notary Public. If a Notary Public is not available to you, a Postmaster may sign, date, and stamp this affidavit.

I have read the IMPORTANT INFORMATION concerning the certificate for which I am applying. I understand the requirements to maintain my certificate. If I do not satisfy	State of(Date)
the requirements, I understand that I will no longer hold Alaska certification and will not be eligible to hold a position in an Alaska public school that requires the type of certification described in this application. I certify under penalty of perjury that the statements made by me in this application are true and correct to the	(Name of Applicant) appeared before me whose identification I have verified on the basis of
best of my knowledge. Further, I acknowledge that I have read and will adhere to the State of Alaska Code of Ethics of the Education Profession. This becomes part of my official record.	(Type of Photo ID) to be the signer of this application and they acknowledged that they signed it.
(Signature of Applicant) (Date)	(Signature of Notary) My commission expires:

If a notary is not available, a Postmaster may witness, date stamp, and sign this affidavit.

DISTRICT REQUEST/PROOF OF ENROLLMENT

EXTENSION CHECKLIST (Instructions page 4)

The following checklists describe the requirements and the corresponding documents that you will need to submit to the Teacher Education & Certification Office in order to have your Initial Out-Of-State certificate extended. In order to have your certificate extended at no cost, you will need to submit the documentation to the Teacher Education & Certification Office prior to the expiration date on your certificate.

"Note: This section is for your reference. It does not need to be submitted with your application.

quirements for 2 nd Year								
	n Enrollment certificate to be valid	beyond year one, you must meet the						
Continued enrollment in a state-approved teacher preparation program offered by a regionally accredited institution. The preparing institution must update the Enrollment Form. The updated form can be submitted directly to the Teacher Education & Certification Office. Photocopies, emails or faxes will not be accepted. (Form available at								
Official transcripts from a regionally accredited institution showing substantial progress in completing the teacher								
Verification of continued employment wi								
quirements for 3 rd Year								
order to have your Initial Proof of Program E	Enrollment certificate to be valid be	eyond year two, you must meet all the						
Photocopies, emails or faxes will not be ac	ccepted. (Form available at	d by a regionally accredited institution.						
Official transcripts showing the completio accredited institution; and	on of a state-approved teacher prep	aration program offered by a regionally						
APPROVED Alaska studies coursework (Three (3) semester hours)								
College or University	Course Number(s)	Completion Date						
APPROVED Alaska multicultural coursev	work (Three (3) semester hours)							
College or University	Course Number(s)	Completion Date						
	order to have your Initial Proof of Program owing requirements: Continued enrollment in a state-approxinstitution. The preparing institution must to the Teacher Education & Certification Of https://education.alaska.gov/TeacherCertification of transcripts from a regionally accrepreparation program; and Verification of continued employment with Provide a signed copy of your contract attraction of the to have your Initial Proof of Program from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/TeacherCertification form from a state-approved to Photocopies, emails or faxes will not be ach https://education.alaska.gov/Teach	order to have your Initial Proof of Program Enrollment certificate to be valid owing requirements: Continued enrollment in a state-approved teacher preparation program institution. The preparing institution must update the Enrollment Form. The update the Teacher Education & Certification Office. Photocopies, emails or faxes with the Teacher Education & Certification Office. Photocopies, emails or faxes with the Teacher Education & Certification Office. Photocopies, emails or faxes with the Teacher Education & Certification Office. Photocopies, emails or faxes with the Teacher Education alaska.gov/TeacherCertification/apply.html); Official transcripts from a regionally accredited institution showing substant preparation program; and Verification of continued employment with the sponsoring Alaska school did Provide a signed copy of your contract attesting to your continuing employment equirements for 3rd Year Order to have your Initial Proof of Program Enrollment certificate to be valid be owing requirements: Verification form from a state-approved teacher preparation program offere Photocopies, emails or faxes will not be accepted. (Form available at https://education.alaska.gov/TeacherCertification/apply.html); Official transcripts showing the completion of a state-approved teacher prepaccredited institution; and Official transcripts showing the completion of three semester hours of approved Alaska studies coursework and three semester hours of approved Alaska studies coursework (Three (3) semester hours) Course Number(s) APPROVED Alaska multicultural coursework (Three (3) semester hours)						

Note: Electronic transcripts will only be accepted when you are extending your initial two- year certificate.

KEEP THIS PAGE FOR YOUR RECORDS.

DISTRICT REQUEST/PROOF OF ENROLLMENT

PROFESSIONAL REQUIREMENTS (Instructions page 4)

After obtaining an Initial teacher certificate, the next step is qualifying for the renewable five-year Professional teaching certificate. Read the following and note the requirements that you need to satisfy for the Professional teaching certificate. If you are currently able to satisfy all of these requirements, you should apply for a Professional teaching certificate instead of an Initial teaching certificate.

Req	uirements for Professional Certification
	Professional Teacher Certification Application
	Bachelor's Degree or higher from a regionally accredited college or university.
	Alaska Studies coursework Official transcripts showing the completing of three semester hours of approved coursework.
	Alaska Multicultural coursework Official transcripts showing the completing of three semester hours of approved coursework.
	Recency Credits Official transcripts showing the completing six (6) semester hours of college coursework within the last five years. The Alaska Studies and Alaska Multicultural courses can be used to satisfy the recency requirement.
	Mandatory Trainings Evidence of the completion of the four mandatory trainings must be submitted with your application. The trainings must have been completed during the five years prior to receipt of your application. More information on the mandatory trainings are available at https://education.alaska.gov/TeacherCertification/mandatorytraining.html .
	Verification Form A State-approved Verification and official transcripts showing the completion of an approved teacher preparation program; OR- A Foreign Evaluation from an approved agency showing the completion of a teacher preparation program outside of the United States.
	Two years of certified teaching experience Two years of certified teaching experience in a state-approved or accredited elementary or secondary school while holding a valid teaching certificate.
	Basic Competency Exam Official score report showing the passing score on an approved Basic Competency Exam (BCE).
	Content Area Exam Official score report showing the passing score on an approved Content Area Exam (e.g. Praxis II) associated with the content or specialty area of the state approved program documented by your verification.
	 An FD-258 fingerprint card with \$60 background check fee OR- Employment verification;
	Certification Fee

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DISTRICT REQUEST/PROOF OF ENROLLMENT

You must submit a District Request & Assurance, and a Proof of Program Enrollment form with your application.

APPLICANT DIRECTIONS:

- 1) Complete the APPLICANT INFORMATION section on both pages of the appropriate form(s).
- 2) Leave the remaining sections of the form blank. The university and school district must complete all other sections.
- 3) Mail or fax the Proof of Program Enrollment form and the list of endorsements to the Dean or Certification Officer where you are currently enrolled. Contact the university to determine who has the authority to complete the Proof of Program Enrollment form.
- 4) Mail or fax the District Request & Assurance form.

DISTRICT DIRECTIONS:

- 1) Read the Special Notes and Request, Assurance & Signature section of the District Request & Assurance form provided by the applicant.
- 2) Provide all of the requested information in the following sections of the form:
 - a. DISTRICT INFORMATION
 - b. PLACEMENT
 - c. REQUEST, ASSURANCE & SIGNATURE.
- 3) Please return the original form to the applicant.

Photocopies or faxes will not be accepted.

If you have any questions concerning the completion of the District Request & Assurance form, please email tcwebmail@alaska.gov for assistance.

UNIVERSITY DIRECTIONS:

- 1) Provide all of the requested information in the following sections of the Proof of Program Enrollment form provided by the applicant:
 - a. ADMISSION INFORMATION
 - b. PROGRAM STANDARDS
 - c. DEGREE INFORMATION
 - d. SIGNATURE
 - e. STAMP OR SEAL
- 2) If a Stamp or Seal is not available, complete all information using blue ink.
- 3) Please return the original Proof of Program Enrollment form to the applicant. Photocopies/faxes will not be accepted.

Photocopies or faxes will not be accepted.

If you have any questions concerning the completion of the Recommendation Form Letter, email tcwebmail@alaska.gov for assistance.

DISTRICT REQUEST & ASSURANCE FORM

APPLICANT INFORMATIO	N			
The school district requests person named below.		_		
Last Name	First Name	M.I.	Last four (4) digits of	f Social Security Number
This person will be employe	d as a certified teacher	hy the school dis	strict pending ce	rtification
	ed as a certified teacher	by the school dis	strict pending ce	
DISTRICT INFORMATION Name of District		Name of Superinten	dent or Chief School A	dministrator
District Office Address	City		State	Zip Code
			AK	
District Phone Number		District Fax Number		
9 0 7 -		9 0 7 -		
Superintendent or Chief School Admir	nistrator Email Address			
PLACEMENT Indicate the applicant's placem	nent within the district.			
LOCATION	CONTENT A	NREA	GF	RADE LEVEL(S)
submit the following items to to Updated official tr Updated Proof of I A letter from the e The department will extend t following items to the departm An Institutional R Updated official	he department prior to the anscripts showing progress Program Enrollment form employing Alaska public scheme Initial Proof of Programent prior to the expiration ecommendation; and transcripts documenting of approved Alaska Studi	e expiration dates of stoward completion or a State-approve the hool district verifying marked their extension of their extension of the completion	of their certificates on of your teacher ed program verificang continued emplates for third yea ended certificates: of the teacher p	preparation program, ation form; and loyment. r if the applicants submit the
REQUEST & ASSURANCE On behalf of the district's scho Certificate for the individual lis the applicant as a teacher in th applicant's subject-matter exp the district will provide a ment applicant's employment in the The school district's Board of E section above. If the requirement hold Alaska certification and w	ted in the 'APPLICANT INForm the designated content area ertise as recognized by the or for the applicant who is district. ducation and the applicanents are not met by the exill not be eligible to hold a	ORMATION' section in the applicant will be endorsement areas an experienced test are aware of the piration of the one teaching position in	n above. I certify to I only be assigned of as on their teaching eacher for at least to requirements desc -year certificate, the in an Alaska public	hat the district intends to hire classes that are in the g certificate. Per AS 14.20.022, the first year of the cribed in the 'SPECIAL NOTES' he applicant will no longer school.
District's Superintendent or Chief Sch	ooi Administrator Signature	Printed Nan	ne	Date

PROOF OF PROGRAM ENROLLMENT FORM

THIS FORM CANNOT BE USED FOR INDIVIDUALS ENROLLED IN SPECIAL EDUCATION PROGRAMS. THOSE INDIVIDUALS MUST COMPLETE THEIR PROGRAM PRIOR TO APPLYING FOR INITIAL CERTIFICATION.

This section is to be completed						
		submission to the c	ollege/university. A	II other sect	ions are to be co	mpleted
by the preparing institution's S						
Last Name	First Name	M.I.	Last four (4) d	igits of Social	Security Number	
				_	_	
Mailing Address	Cit	y	State	Zip Co	ode	
<u> </u>		•				
THE REMAINING SECTION	NS ARE TO BE COMPLE	ETED BY THE PREI	ARING INSTITU	JTION'S SC	CHOOL OF EDU	JCATION,
<i>NOT</i> THE APPLICANT.						
ADMISSION INFORMATION						
TEINISSION IN CHINATION						
1. Has the applicant been adr	nitted to an approved tea	cher education prog	am, leading to cert	tification?	☐ Yes ☐	No
2. Can the applicant complete	e the program within 2 yea	ars? 🗆 Yes	□No			
		□ 1e3				
3. How many credits of the ap	pproved program has the	applicant <u>completed</u>	?	CRED	DITS	
4. How many total credits are	in the approved program	ı?	- CREDITS			
5. The applicant is currently e	enrolled in a nrogram leadi	ing to certification in	the area(s) listed h	elow:		
5. The applicant is currently c	in oned in a programmedan	ing to certification in		CIOVV.		
CONTENT ADEA	Cnapeli	E) (E) (C)			Cnapr	15,5,7,16
CONTENT AREA	GRADE LI		CONTENT AR	EA	GRADE	ELEVEL(S)
CONTENT AREA 1.	GRADE LI	EVEL(S) 3.		EA	GRADE	ELEVEL(S)
	GRADE LI	3.		EA	GRADE	E LEVEL(S)
1. 2.		3.	CONTENT ARI	EA	G RADE	E LEVEL(S)
1. 2. PROGRAM STANDARDS: Spe	ecify which standards the	3. 4. e approved progran	CONTENT ARI	_		ELEVEL(S)
1. 2.		3. 4. e approved progran	CONTENT ARI	_		E LEVEL(S)
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1. 2. PROGRAM STANDARDS: Specific Caep/NCATe/TEAC DEGREE INFORMATION: Specific Bachelor's Ed.D.	ecify which standards the State Standards ecify the degree the appl Master's Ph.D. No degreethica	3. 4. e approved program Other: licant earned as par M.A.T. ree/endorsement o	CONTENT ARI	I program:		
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THIS FORM CANNOT BE USED FOR INDIVIDUALS ENROLLED IN SPECIAL EDUCATION PROGRAMS. THOSE INDIVIDUALS MUST COMPLETE THEIR PROGRAM PRIOR TO APPLYING FOR INITIAL CERTIFICATION.

PROOF OF PROGRAM ENROLLMENT FORM

APPLICANT INFORMATION	ON												
Last Name	First Name		M.I.		Last	Last four (4) digits of S			ocial Security Number				
										- [
NSTITUTIONAL SIGNAT	URE												
Name of Institution		City				State		Reg	ional A	Accred	iting A	Associat	ion
Signature of Dean or Certifyi	ng Official	Printed	Name			Title					D	ate	
Phone Number			Fax Nur	nber									
					_								
Email Address													
Institutional Stamp	ORSEAL												

IF NOT AVAILABLE, FORM MUST BE SIGNED IN BLUE INK

PLEASE RETURN THE PROOF OF PROGRAM ENROLLMENT FORM TO THE <u>APPLICANT</u>.

PHOTOCOPIES OR FAXES WILL NOT BE ACCEPTED.

TEACHER EDUCATION & CERTIFICATION

PROOF OF PROGRAM ENDORSEMENT LIST

ART

- Art
- Music
- Music Choral
- Music Instrumental
- Theater Arts
- Visual Arts

ALASKA NATIVE STUDIES

- Alaska Native Studies
- Aleut Language/Culture
- Athabascan Language/Culture
- Haida Language/Culture
- Inupiag Language/Culture
- Tlingit Language/Culture
- Yupik Language/Culture

BUSINESS

- Business Education
- Business Communication
- Computer Education
- Marketing

EARLY CHILDHOOD

Early Childhood Education

EDUCATIONAL TECHNOLOGY

- Distance Teaching & E-Learning
- Educational Technology

ELEMENTARY EDUCATION

Elementary Education

LANGUAGE ARTS

- Communication
- English
- English Literature
- Humanities
- Journalism
- Language Arts
- Literature
- Russian Literature
- Speech

LANGUAGES

- Bilingual Education
- Chinese
- English as a Foreign Language
- English as a Second Language
- French
- German
- Italian
- Japanese
- Latin
- Russian
- Spanish

LIBRARY

(Only available if applicant is in a teacher preparation program.)

- Library Science
- Media Specialist
- School Librarian

MATHEMATICS

Mathematics

MIDDLE SCHOOL

- Middle School
- Middle School English / LA
- Middle School Mathematics
- Middle School Social Studies
- Middle School Science

PHYSICAL EDUCATION

- Coaching
- Kinesiology
- Physical Education

POLITICAL SCIENCE

- Social Science
- Sociology
- U.S. History

READING

- Reading
- Reading Specialist
- Remedial Reading

SCIENCE

- Biology
- Chemistry
- Earth Science
- Environmental Science
- General Science
- Geology
- Health
- Life Science
- Natural Science
- Physical Science
- Physics
- Science
- Zoology

SOCIAL STUDIES

- Anthropology
- Economics
- Geography
- Government
- History
- Political Science
- Psychology
- Russian History
- Social Science
- Social Studies
- Sociology
- U.S. History
- World History

VOCATIONAL EDUCATION

- Family/Consumer Science
- Industrial Arts

Grades 7-12

Grades 7-8

Grades 9-12

- Industrial Technology
- Technology Education
- Vocational Education

Grade Levels

Birth – Grade 3 Grades K-3
Pre K – Grade 3 Grades K-5
Pre K – Grade 12 Grade K-8

IMPORTANT NOTE: Other grade level combinations are available. Grade levels reflect the range of grades for which your preparation program has been approved.